



WELCOME TO THE 2007 MAEFAIRS TRAINING

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Installing CITRIX

Montana Office of Public Instruction - Windows Internet Explorer

http://www.opi.mt.gov/

Montana Office of Public Instruction

OPI Montana Office of Public Instruction

Programs & Services of OPI:

Official Mail | OPI Staff | Calendar | Video Conferences | Other Links | Home

Get Answers | Parents | Ed Data | Indian Ed | **IRIS** | Jobs | Licensing | Ed News | METNET | NCLB Report Card

Key Word Search Search

Upcoming Events

July						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

17 Jul 2007 (Tue)
2007 School Budgeting & Accounting Workshops
Sidney Montana


18 Jul 2007 (Wed)
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Certification Standards and Practices Advisory Council Meeting
Helena, MT

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Bozeman Montana

view calendar



[Linda McCulloch](#)
Superintendent

SUMMER READING

6/5/07


AS THE 2006-2007 SCHOOL YEAR DRAWS TO A CLOSE, I WANT TO CONGRATULATE THE students, teachers, parents, administrators, staff, and school board members on another successful year.

But we all know that education shouldn't stop when the last school bell rings - it should continue all summer!

I encourage you to participate in the 2007 statewide summer family reading program, Celebrate Summer Reading! The Family Reading Program is a collaborative effort of the Office of Public Instruction, Montana State Reading Council, and the Montana Elks Association.

The Celebrate Summer Reading! monthly reading calendars are day-by-day fun reading, writing and thinking activities for students, their family and friends. These calendars will help you plan activities that promote reading for enjoyment, as well as reading for information during the summer months. Students completing the activities will receive a Family Reading Certificate and a surprise. To learn more about Celebrate Summer Reading! please visit <http://www.opi.mt.gov/pdf/amreads/SummerReadingCal07.pdf.zip>

Have a great summer and happy reading!

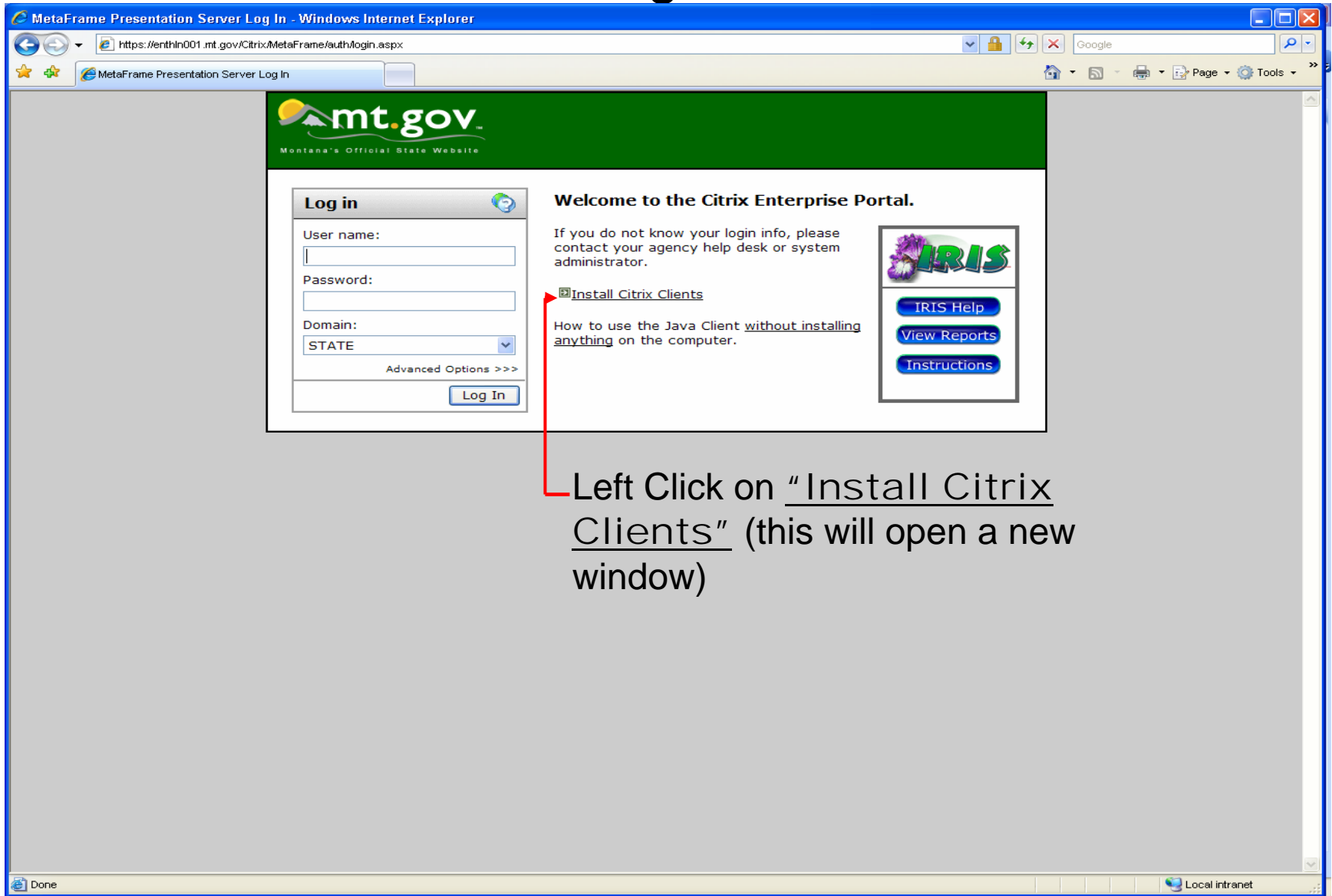
Linda

OPISupt@mt.gov

News Headlines

- [Summary of OPI Activities](#)
- [Accounting Guidance for 2007 Legislative Funding Changes](#)
- [Full-Time Kindergarten Conference Registration Information](#)
- [Post-Legislative FY2007-08 General Fund Excel Spreadsheets](#)
- [Accreditation rules adoption notice](#)
- [Special Education Rules adoption notice](#)
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- [Full Time Kindergarten Funding Information](#)
- [Veterans Honorary High School Diplomas](#)
- [Students Can View Legislature](#)

[Archives ...](#)

Installing CITRIX



Installing Citrix

Information Technology Services Division (ITSD) - IT Environment - Windows Internet Explorer

http://itsd.mt.gov/techmt/citrix/citrixinstall.asp

Information Technology Services Division (ITSD) - IT E...

mt.gov
Montana's Official State Website

INFORMATION TECHNOLOGY SERVICES DIVISION

Directives & Audits | Plans & Reports | Technology in MT | Policies & Councils | Procurement Resources | About ITSD

Install Citrix Client

Citrix Web Client Install

This version of the Citrix client snaps into the user's web browser utilizing Active-X. This is the primary client for users to access State of Montana Citrix applications. If you are connecting to this web site via a dial-up, please download the file and then install. If you have a high speed connection please install directly from this link.

Warning: If you are running McAfee VirusScan version 8.0, please make sure patch 11 have been installed, otherwise you will have issues when printing from Citrix.

Install Citrix Web Client (ICA32web.msi - 5.64 MB) - Version 10, updated 06.01.07

Other Citrix Ins

A Java Citrix ITSD Service

Back to Citrix Log

Open
Open in New Window
Save Target As...
Print Target
Cut
Copy
Copy Shortcut
Paste
Add to Favorites...
Convert link target to Adobe PDF
Convert link target to existing PDF
Properties

For more information about the Java Client, please contact the ITSD at 406-628-4917 or send email to servicedesk@mt.gov.

Accessibility | Contact Us | Search

mt.gov
Montana's Official State Website

Local intranet

Single Right Click and Choose "Save Target As"

Installing Citrix

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Warning: If you are running an older version of the Citrix client installed, otherwise you will experience problems.

[Install Citrix Web Client](#) (1)

Other Citrix Installs (not recommended)

❑ A Java Citrix Client is also available. ITSD Service Desk at (406) 457-3333

[Back to Citrix Login](#)

Save As

Save in: Desktop

File name: ica32web.msi

Save as type: Windows Installer Package

Save Cancel

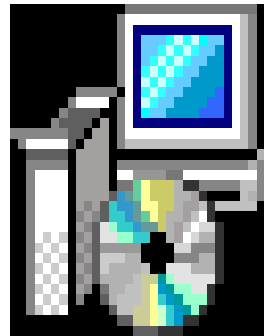
1. When the SAVE file box appears, change the Save in box (at the top) to "Desktop"

2. If you are asked to replace file, say "YES"

3. After Downloading is complete, close all screens until you are at your "Desktop"

Installing Citrix

On Your Desktop,
you will see this
I-CON



NEXT: Double Left
Click on this I-CON

lca32web.msi



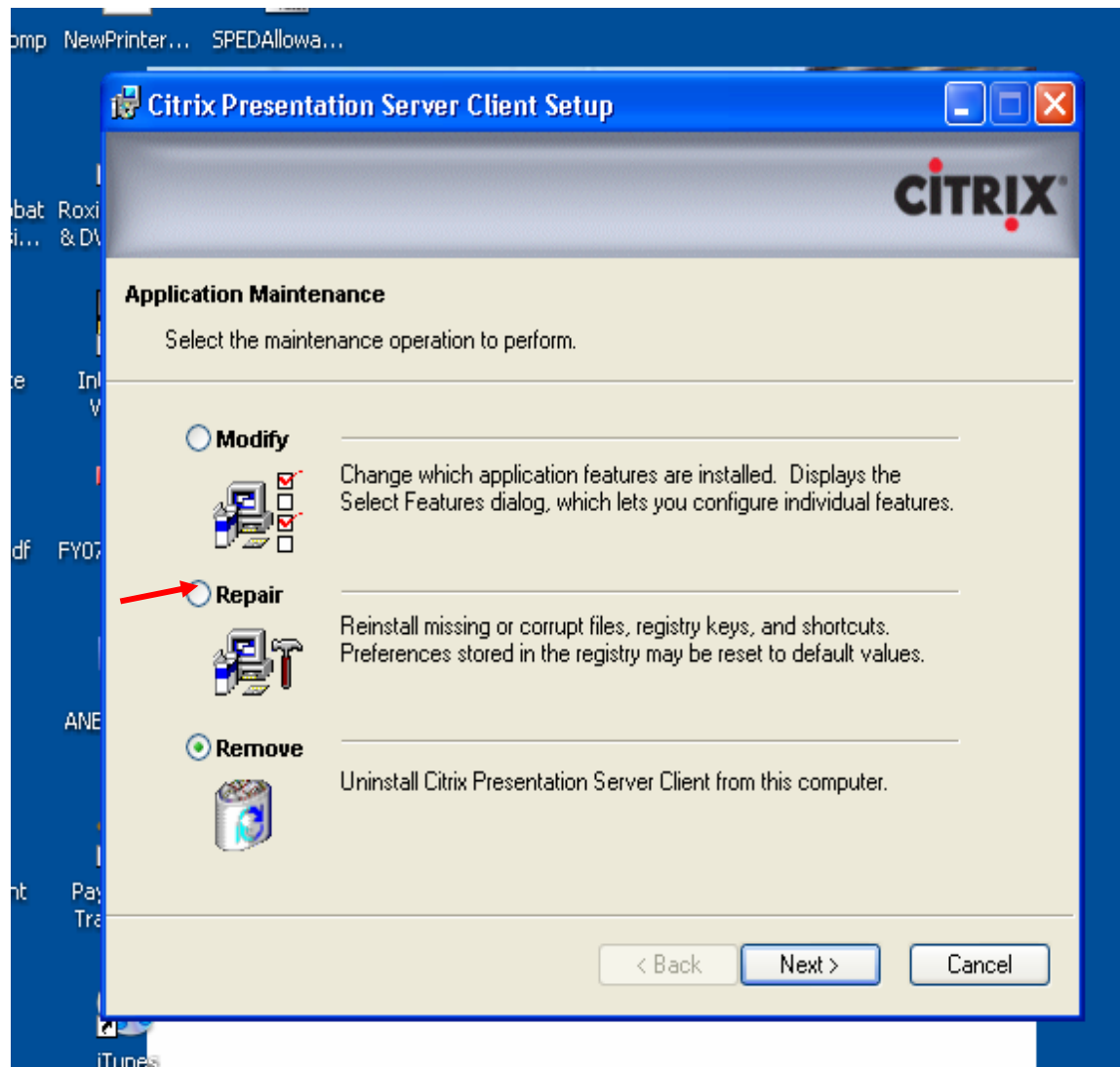
Montana Office of Public Instruction
Linda McCulloch Superintendent www.opi.mt.gov

Installing Citrix



NOTE: You may or may not get this screen. This is the screen you will get if you have already installed the Citrix Client.

Installing Citrix

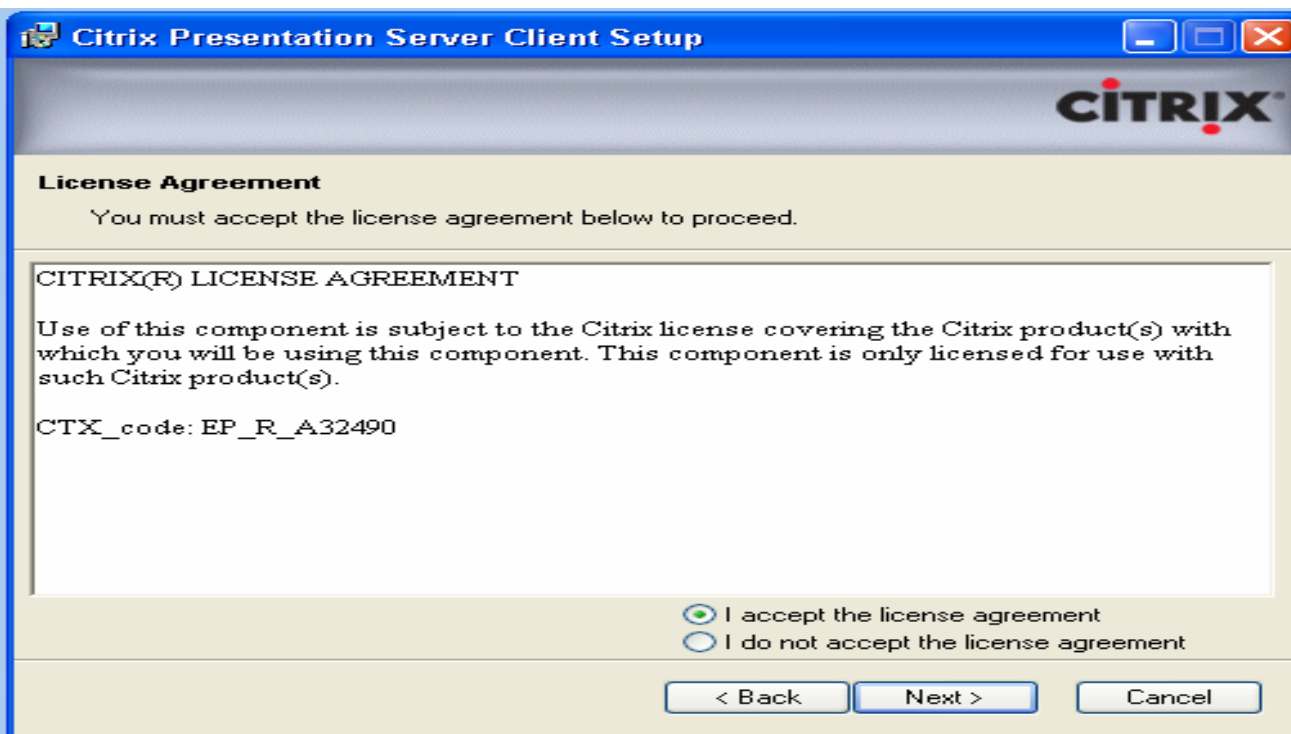


NOTE: If you are seeing this screen, you can click on Repair and click your way through. It will check to make sure you have installed correctly.

Installing Citrix



Installing Citrix



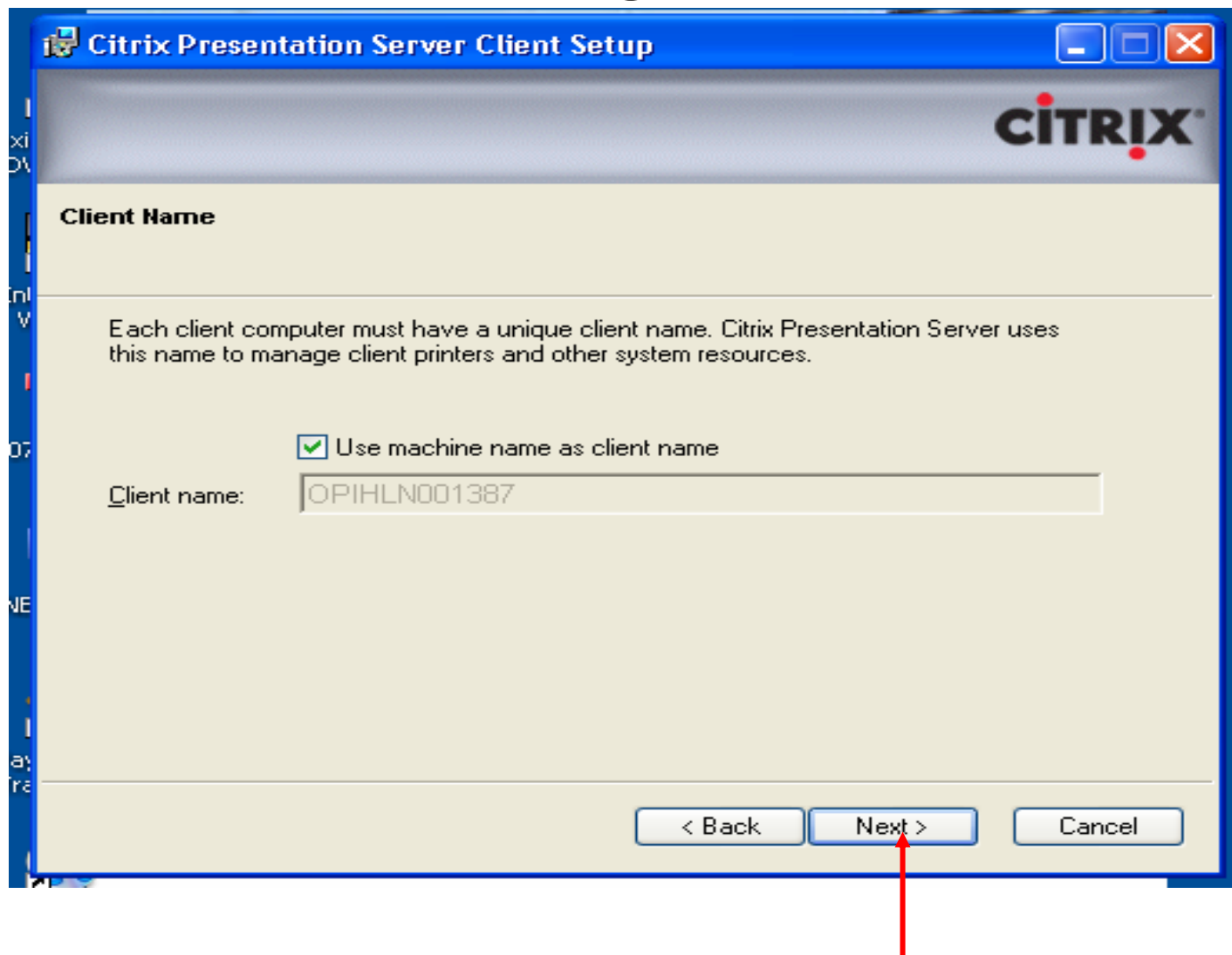
When asked if you will accept
License Agreement click “**YES**”

Then Click **NEXT**

Files will then copy. Restart
Internet Browser, click **OK**



Installing Citrix



The image shows a screenshot of the 'Citrix Presentation Server Client Setup' window. The window has a blue title bar with the text 'Citrix Presentation Server Client Setup' and standard Windows window controls (minimize, maximize, close). The Citrix logo is in the top right corner. The main area is titled 'Client Name' and contains the following text: 'Each client computer must have a unique client name. Citrix Presentation Server uses this name to manage client printers and other system resources.' Below this text is a checkbox labeled 'Use machine name as client name' which is checked. Underneath the checkbox is a text field labeled 'Client name:' containing the text 'OPIHLN001387'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'. A red arrow points to the 'Next >' button.

Citrix Presentation Server Client Setup

CITRIX

Client Name

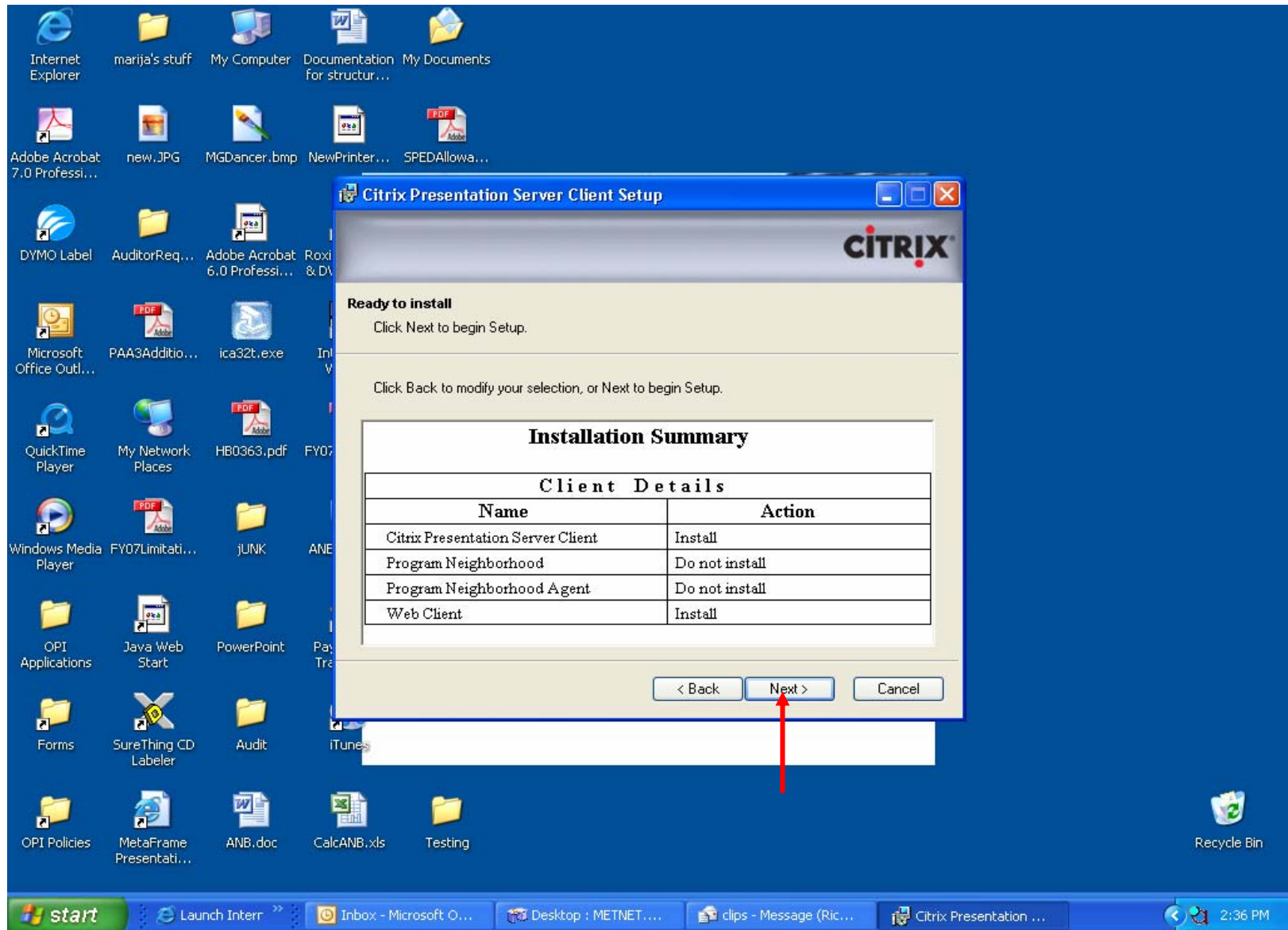
Each client computer must have a unique client name. Citrix Presentation Server uses this name to manage client printers and other system resources.

☒ Use machine name as client name

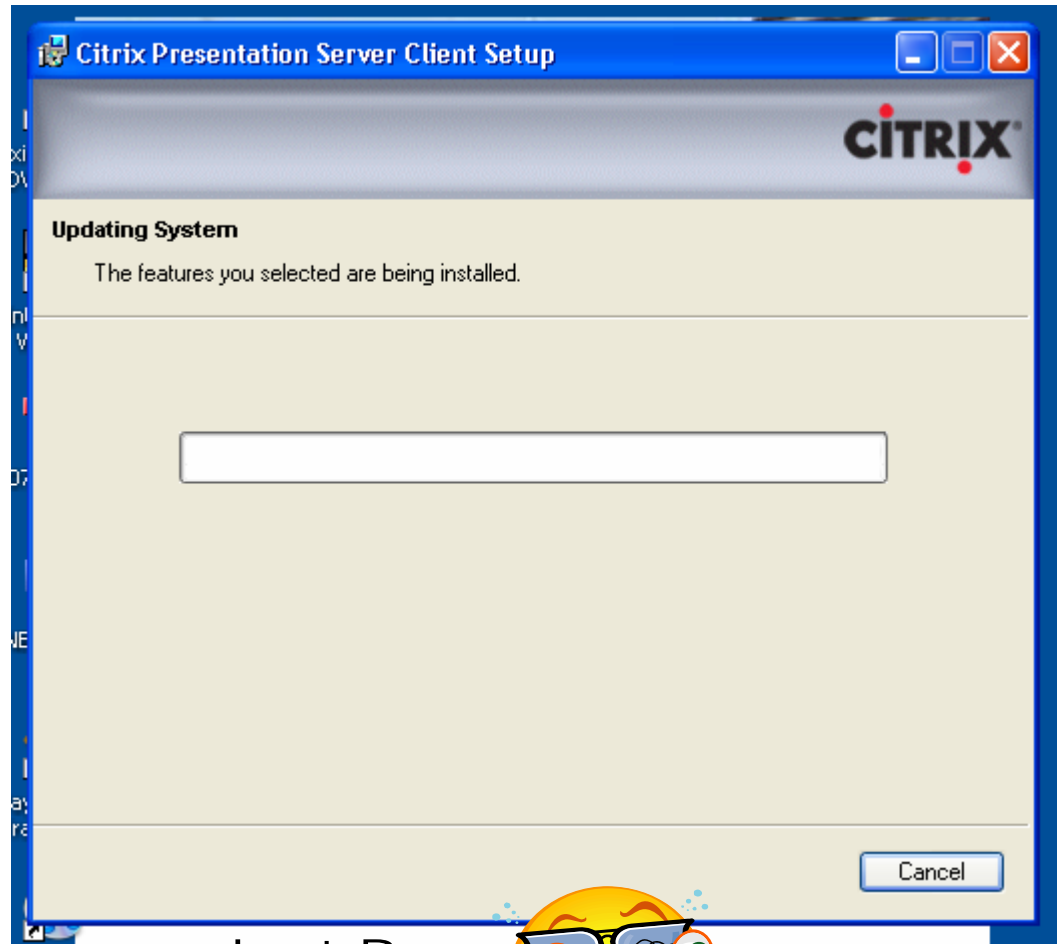
Client name: OPIHLN001387

< Back Next > Cancel

Installing Citrix



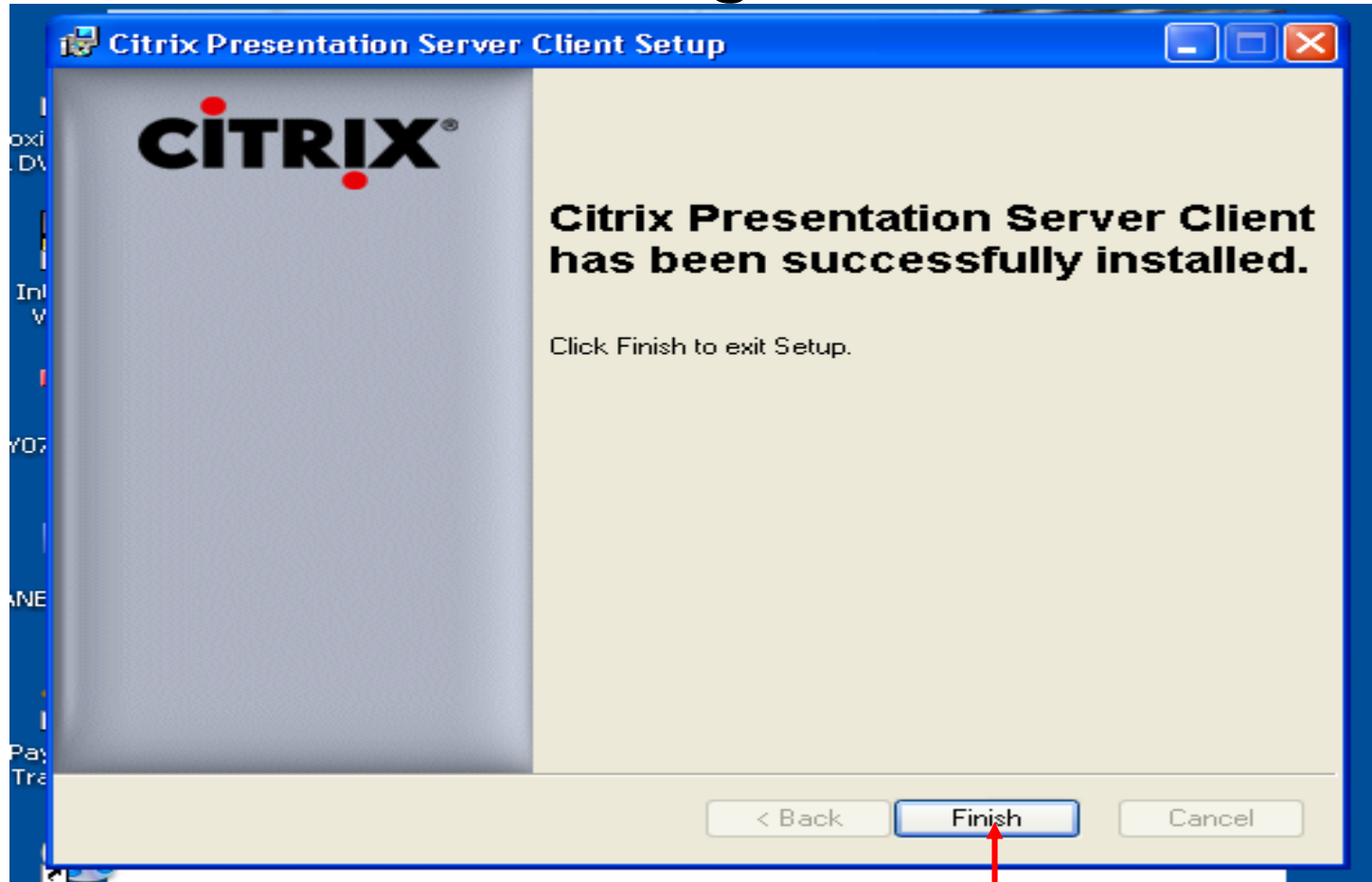
Installing Citrix



Just Be
Patient!!



Installing Citrix



Logging Into Citrix

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view calendar

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6/5/07


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- Students Can View Legislature

Archives ...

Left Click on IRIS

Logging Into Citrix

MetaFrame Presentation Server Log In - Windows Internet Explorer

https://enthl001.mt.gov/Citrix/MetaFrame/auth/login.aspx

MetaFrame Presentation Server Log In

mt.gov
Montana's Official State Website

Log in

User name:

Password:

Domain:
STATE

Advanced Options >>>


Log In

Welcome to the Citrix Enterprise Portal.

If you do not know your login info, please contact your agency help desk or system administrator.

[Install Citrix Clients](#)

How to use the Java Client without installing anything on the computer.



IRIS Help

View Reports

Instructions

Log In to Citrix using your Citrix username and password **(add JA at the end of the password you received)**

MAEFAIRS

MetaFrame Presentation Server - Windows Internet Explorer


https://enthl001.mt.gov/Citrix/MetaFrame/site/default.aspx

MetaFrame Presentation Server

You will see a screen similar to this one.

TODAY Double click on OPI In-House Testing I-Con.

When prompted, enter your MAEFAIRS password



The screenshot shows the Citrix Enterprise Portal interface. At the top is the 'mt.gov' logo with the text 'Montana's Official State Website'. Below this is a green header bar. The main content area is divided into two columns. The left column, titled 'Applications', contains a grid of icons: 'OPI In-House Testing' (a folder icon), 'Active Directory Password Changer' (a gift icon), 'Citrix Management Console' (a person icon), 'Document Direct' (a document icon), 'Draft Maefairs' (a green checkmark icon), 'Maefairs' (a red checkmark icon), 'OPI Desktop' (a computer monitor icon), 'OPI Forms Folder' (a folder icon), 'OPI Travel' (a person with a suitcase icon), and 'Outlook 2003' (an Outlook icon). A 'Log Off' button is at the bottom of this column. The right column, titled 'Welcome to the Citrix Enterprise Portal.', contains a paragraph about login info, a link to 'Install Citrix Clients', and a paragraph about the Java Client. To the right of this text is a box containing the 'IRIS' logo and three buttons: 'IRIS Help', 'View Reports', and 'Instructions'. A red arrow points from the 'OPI In-House Testing' icon in the Applications grid to the text 'TODAY Double click on OPI In-House Testing I-Con.'

ATTENTION !!

Remember: Today only you will see this same screen. However, we can NOT go into MAEFAIRS Production during this training.

When you return home you will click on the MAEFAIRS I-Con with the Red check which will then take you to production.

MAEFAIRS


Maefairs - Production

Help

Type a question for help

3. Select a report you wish to run.

MAEFAIRS - (frmSwitchboard)

 Enrollment
Trustees Financial Summary (TFS)
Budget
Tuition

Double Click On Title To Select Data Entry Screen: Description

Select a District:

Grant Elem	0003
Reichle Elem	0015
Wise River Elem	0007

Fiscal Year: 2008

☒ Preview ☐ Print

Exit

1. Select your School District

2. Make sure Preview is clicked.

MAEFAIRS

Maefairs - Production - [rptTfs : Report]

Print... Save As... Close Fit Help Save As PDF



Blank Trustees' Financial Summary

FY2006-07

48 Stillwater County

0861 Absarokee Elem

Due Dates:

Board of Trustees transmits to County Supt. not later than August 13th (MCA 20-9-213)

County Supt. transmits to the Office of Public Instruction not later than the 2nd Monday in September (MCA 20-9-211 & MCA 20-3-209)

This report is the school district's official submission of annual financial information to the county superintendent and state superintendent under section 20-9-213, MCA.

- *Trustees are responsible for ensuring the accuracy and prompt submission of this report.*
- *Subsequent amendments to this report made by the clerk of the district as a result of the desk audit process are considered officially made on behalf of the trustees.*
- *Amendments initiated by OPI to correct coding or to comply with GAAP as a result of the desk audit process and which are communicated in writing to the clerk will be assumed to be accepted by the trustees unless the district notifies OPI in writing of their objection by December 20.*
- *This report and any amendments initiated by the district through December 20 are binding for use in determining various allocations of state and federal grants and in monitoring maintenance of effort for state and federal programs.*

Certification

Business Manager/Clerk Sara Kerr

Phone #: (406) 328-4583

(Signature)

(Date)

Chair, Board of Trustees Steve Kynast

(Signature)

(Date)

County Superintendent Judy Martin

(Signature)

(Date)

Software

Accounting Package: Foxie Lady

For FY07 did the district employ a certified special education director? No

As reported on Annual Data Collection (ADC), the district does not employ a certified special education director meeting the requirements of having a class III Administrator's certificate with a principal's endorsement or a supervisor's endorsement in special education. Administrative rules provide expenditures coded to program 280, function 24XX and Object 1XX and 2XX in Funds 01, 24, 25, or 26 to be included in the calculation of reversion and disproportionate costs only if the district employs a certified special education director.

Electronic filers are not required to send the cover page to OPI.

Montana Automated Education Financial Information Reporting System
7/27/2007 11:21:12 AM rptd\MAEFAIRS\MAEFAIRS.adp rptTfs

Cover Page 1



Montana Office of Public Instruction

Linda McCulloch Superintendent www.opi.mt.gov

MAEFAIRS Printing

Follow these steps if you are trying to print and getting every other page.

The screenshot displays the MAEFAIRS printing interface. The background report is titled "Blank Trustees' Financial Summary" for FY2006-07, 01 Beaverhead County, 0003 Grant Elem. The report content includes the OPI MAEFAIRS logo and a table with the following text:

not and
are
ss and
strict
te and

Three dialog boxes are overlaid on the report:

- Print Dialog:** Shows the printer name as "Win2PDF". A red arrow points to the "Properties" button, labeled "1."
- Win2PDF Document Properties Dialog:** Shows the "Paper/Quality" tab. A red arrow points to the "Advanced..." button, labeled "2."
- Win2PDF Advanced Options Dialog:** Shows the "Win2PDF Advanced Document Settings" tree. The "Paper/Output" section is expanded, showing "Paper Size: Letter" and "Copy Count: 1 Copy". The "Graphic" section is expanded, showing "Resolution: 600" and "Scaling: 100 %". A red arrow points to the "Scaling: 100 %" value, labeled "99%". The "OK" button is highlighted with a red arrow.

At the bottom of the report, the text "Electronic filers are not" is visible. The footer of the report includes the Montana Automated Education Financial and Information Reporting System version 7.2.5/2007 7:04:37 AM, the user code MAEFAIRSLE0003, and the report type rptTfs. The page number "Page: 1" is displayed at the bottom left.

MAEFAIRS Printing

Maefairs - Production - [rptTfs : Report]

Print... Save As... Close Fit Help Save As PDF Type a question for help

Blank Trustees' Financial Summary
FY2006-07

Program Neighborhood Connection Center

ICA connections: Active
OPIHLNCTX8LD2
Click here to restore the language bar
Maefairs - Production - [rptTfs : Report]
Microsoft Office Customer Experience I

Server: Disconnect, Full Screen, Properties, Logoff, File Security, Audio Security, PDA Security, Scanner Security, Application, Terminate, Help, OK

Client File Security
CITRIX
Server applications currently have the selected level of access to local client files. To change this, select a different level and click OK.

Access level:
☐ No Access
☐ Read Access
☒ Full Access

Do you want to be asked again?
☐ Always ask me
☐ Never ask me again for this server
☒ Never ask me again

OK Cancel

Phone #: (406) 683-2257

(Date)

(Date)

(Date)

Software

Accounting Package: Quicken

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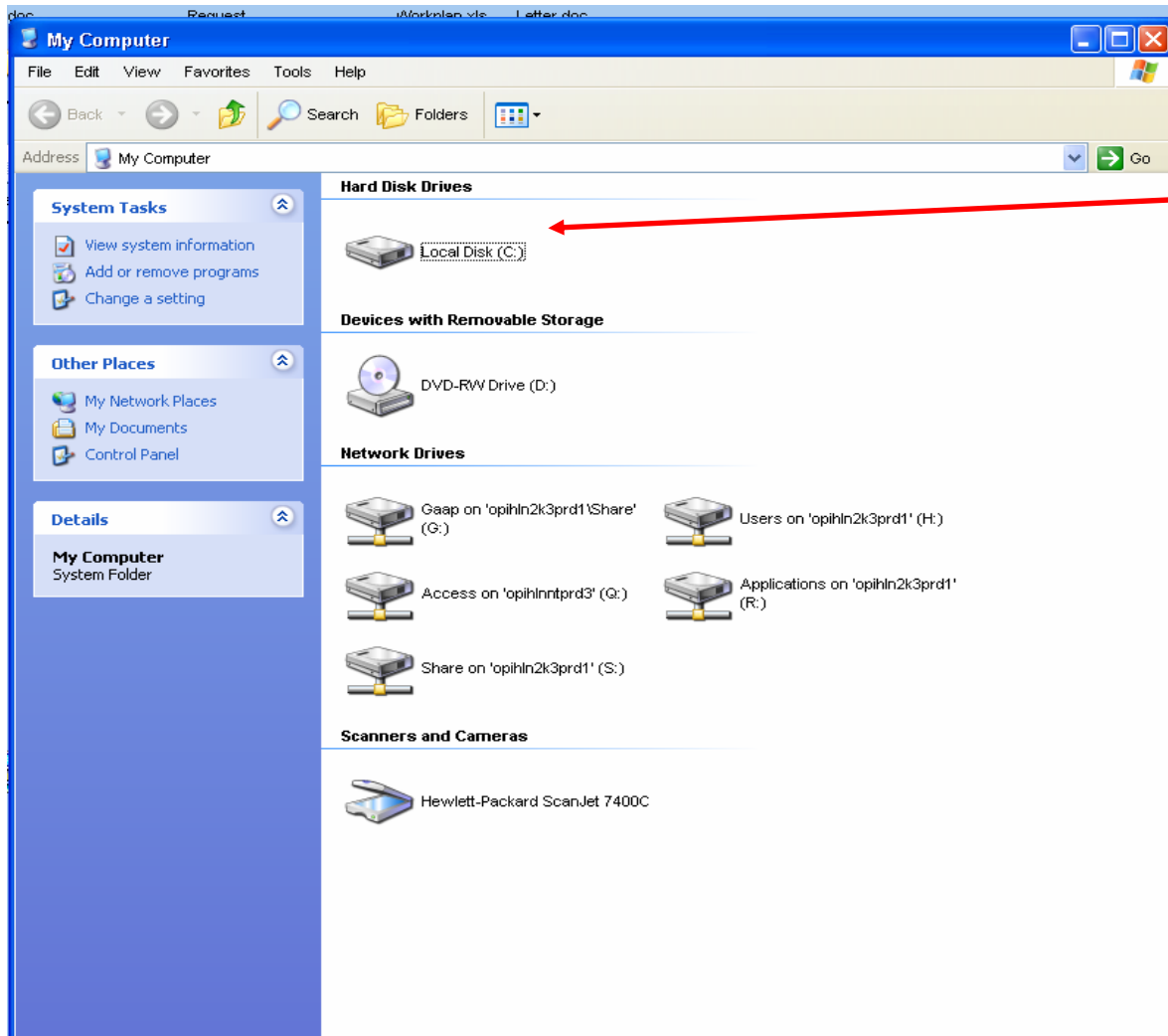
Montana Automated Education Financial and Information Reporting System
7/25/2007 7:04:37 AM CitrixppCode\maefairs\LE0003\ade.rptTfs

Cover Page 1

Page: 1

start, Inbox - Mic..., Microsoft Po..., Montana Off..., MetaFrame ..., Maefairs - Pr..., Program Nei..., Client File Se..., 7:17 AM

MAEFAIRS



1. Double Click on your My COMPUTER I-CON

2. Double Click on "C:"

3. Double Left Click on "OPI Reports"

4. Double Left Click on "MAEFAIRS"

5. Double Left Click on the PDF file just Saved (this will bring the report to your screen)

PRINT the report

MAEFAIRS

THANK YOU FOR ATTENDING THE MAEFAIRS
TRAINING

For Technical Assistance please contact
Donell Rosenthal at 406-444-3024 or
Email drosenthal@mt.gov

